

Who are we? The Vaglienty family has owned Horsefeathers for nearly 40 years; we are a diverse retail business in downtown Waukegan. Originally established as a vintage goods and clothing store, we transitioned in the 90's to become an "international bazaar", selling products such as body jewelry, sage and smudges, crystals and stones, tapestries, incense, oils, pendants. We have a reputation as a high-touch customer service business with low prices and quality products; we are a busy, fast-paced environment. We operate a high-touch customer service model; nothing is self-serve. You will be answering customer questions and helping customers to find and select merchandise. "proactive engagement" is how we operate versus "passive assistance". On average we handle a customer every 12 minutes; more than 200 individual items are sold each day. We are a minority female-owned, LGBT+ supportive small business where we believe black lives matter, science is real, love is love, and women's rights are human rights.

Why work here? We take care of our employees. We exceed all Illinois pay requirements; you'll start at \$13.00 per hour (2023 minimum wage) and over 90 days be increased to \$15.00 per hour. We pay bonuses for exceptional performance or during extra-busy shifts. You can look forward to increases at least annually and periodic bonuses. Everyone gets one or two paid breaks per shift and paid lunch breaks. You can expect to work 25 to 30 hours a week on average. To give you a little more about our company culture, from the day we closed in March of 2020 due to the pandemic until the day we reopened (April 2021), every employee received a paycheck.

Horsefeathers has a zero-tolerance policy when it comes to any form of discrimination, harassment, or bullying, whether from co-workers or customers, regarding age, beliefs, citizenship, color, disability, gender, national origin, race, religion, sex, sexual conduct, sexual orientation or socio-economic background.

We take health and safety seriously, especially as it pertains to SARS-COV-2. Our goal is to keep everyone healthy and safe! Some of our current policies:

- When the CDC Community Level is Medium or High, staff is required to wear KN95 masks; customers must wear masks when CDC community level is High.
- Hand sanitizer provided for use on entry, and for employees throughout the store.
- Individuals with cough or any other sign of sickness are not allowed in the store.
- All staff required to receive the SARS-COV-2 vaccinations and boosters, and an annual flu shot.
- Use or possession of weapons, alcohol, other drugs, or controlled substances during work hours is prohibited.

Job Responsibilities and Duties

- Primary: Assist customers in store in finding and selecting merchandise and answer customer questions. We operate a high-touch customer service model. There's a lot of dialogue, listening, recommending involved in many of our products (e.g. body jewelry). This is not a "it's in aisle 15" type of job.
- Secondary: Bagging, Labeling, Counting, Stocking inventory. Light cleaning (never the bathroom!)
- As silly as this next statement seems, we are looking for people willing to WORK. When our employees are not assisting customers, they are expected to stock merchandise or carry out other tasks as directed by the owners. Some former employees thought this position would consist of standing around when not helping customers.

Qualifications / Requirements

- At least one year of prior retail sales experience in the past 3 years.
 - Examples that are **not** retail sales: cashier, stockroom, warehouse, cook, food service. Examples of companies that are **not** what we're looking for: "big box" retailers (Target, Home Depot, Walmart), warehouse stores (Costco, Sam's Club), drug stores, gas stations, convenience stores, food service / restaurants, grocery stores, discount/dollar stores.
 - We are looking for specialty retailers with a "high touch" customer service model in your background. Examples: Victoria's Secret, Hot Topic, Best Buy, Nordstroms, Macy's, shoe stores, rue21.
- Must be fully vaccinated and boosted for SARS-COV-2 (COVID-19).
- Pass a background check; drug screening; alcohol screening; fitness test; math skills test; attention to detail test.
- Be at least 21 years old.
- Have a valid driver's license or government issued ID.
- Have a reliable means to get to work.
- Knowledge of body jewelry preferred.

Instructions: READ EVERYTHING BEFORE FILLING OUT APPLICATION

- The interview process starts with your application. **Make certain you read and fill out the entire application.** Incomplete applications will not be considered. Type or print all information clearly and legibly. Sign & email it to webmaster@shophorsefeathers.com.
- Do not ask anyone at the shop about the status of your application. We will email you to set up a date and time for a phone or in person interview.





Today's Date	Preferred Pronoun(s)
Full Legal Name	Preferred Name
Street Address	Address City, State
How long have you lived there?	Telephone
	Email address

How'd you find out about the job? Indeed.com In-store Friend Facebook Instagram
 Other _____

Position applied for: **RETAIL STORE SALES ASSOCIATE**

Date when you are available to start work _____

Hourly wage desired _____

How many hours can you work weekly? _____

Legally eligible for employment in United States? Yes No

Over 21? Yes No

Able to lift at least 25 pounds? Yes No

Currently enrolled in / planning to attend college? Yes No

Do you have a valid driver's license? Yes No

How will you get to work? _____

Have you ever visited Horsefeathers? Yes No

List any current or former HORSEFEATHERS employees you know personally:

Day	When Can You Work? (example 2 pm - 6 pm)
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Languages Spoken _____

Body Jewelry Knowledge and Experience

Any experience as a piercer or tattoo artist? If so, list it here, tell us where, when, how long, etc.

Type of School	Years Completed*	Major / Degree	Did you Graduate?
High School / GED			
College / University			
Business / Trade School			
Other Types of Education			

* add a "X" here if you are currently enrolled in that school



Work Experience Please list your complete work experience beginning with your most recent job . Add additional copies of the next page if needed. If you have gaps in your employment history, write those in the section on the bottom of this page. You must complete all fields.			
CURRENT JOB Company Name, City, State, Phone Number	FULL Name of last supervisor		
	Start Date		End Date
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hours worked per week		Your last job title	
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Company Name, City, State, Phone Number	Full Name of last supervisor		
	Start Date		End Date
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hours Worked per week		Your Last Job Title	
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			



JOB APPLICATION

CLEARLY PRINT ALL INFORMATION EXCEPT SIGNATURE

Company Name, City, State, Phone Number		Full Name of last supervisor	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date	End Date
Hours Worked Per Week	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Company Name, City, State, Phone Number		Full Name of last supervisor	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date	End Date
Hours Worked Per Week	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Did you complete this application yourself <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, who did? _____
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Explain all gaps in job history here.

Date From	Date to	Reason

An application sometimes makes it hard for someone to explain their complete background. Use the space below to tell us additional information and / or special talents necessary to describe your full qualifications for the position.

Horsefeathers is a very specific type of retail business. We operate on a **high-touch customer service model**; nothing here is self-serve. Sales associates help the customers with what they're looking for. Sometimes the customer knows what they want; other times they look over our stock and then choose. Most of the time they need our help to learn more about our products. Customers have questions that we have to answer, especially when comes to items like crystals, incense, and body jewelry. We help our customers with **proactive engagement**, not passive assistance.

Please tell us which of your past jobs was most like what we do here at Horsefeathers. Outline some of your job responsibilities there, and how that job gave you the experience you need to be successful here at Horsefeathers.



PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by shopHorsefeathers Inc. (hereinafter called “the Company” or “Horsefeathers”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President or Vice-President of the Company. Both the undersigned and Horsefeathers may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability because of such contact.

I recognize and acknowledge that confidential and proprietary information of the Company may be discussed with me during the interview process. I agree not to disclose this information to any third party. I understand that I may be required to work nights, weekends and / or holidays. I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

DRUG AND ALCOHOL POLICY

Horsefeathers has a drug and alcohol policy (which will be provided to all employees) that provides for pre-employment testing as well as testing after employment.

1. I agree to abide by the provisions of the drug and alcohol policy
2. I understand that compliance with such policy is a condition of my employment, and that continued employment is based on the successful passing of testing under such policy.
3. I further understand that continued employment may be based on the successful passing of job-related physical examinations.
4. To confirm that you have read this entire document, say or email the word “puppy” or say it to us when you turn in your application. If you don’t, it means you signed this page without knowing what it says.

The Company has a vital interest in maintaining a safe, healthful, and efficient working environment for its employees and the public. Employees impaired by alcohol or other drugs during working hours may pose safety and health risks, not only to themselves, but to others.

Therefore, to ensure a safe working environment, it is the policy of Horsefeathers that the use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Horsefeathers that illegal possession, manufacture, use, sale, or transfer of a controlled substance on company property or during work hours by its employees is prohibited. Violations of this policy will be cause of management/supervisor intervention that may result in referral to mandatory treatment and/or to corrective and/or disciplinary actions up to and including termination.

HEALTH AND SAFETY POLICY

Horsefeathers takes the health and safety of customers and employees very seriously. We have put in place several policies to ensure we all remain healthy, including mandatory masks for all when the CDC level is medium or high, hand sanitation, and as COVID-19 meets the "direct threat" definition by the CDC, required vaccinations. I agree to abide by the provisions of all Horsefeathers health and safety policies.

Signature of applicant _____

Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

STATEMENT FROM HORSEFEATHERS ON DRUG TESTING

There is a lot of misinformation in the public domain and on social media about drug testing. We wanted to point out two aspects about drug testing that are very misunderstood.

1. In the State of Illinois, personal consumption of marijuana products is legal, both medically and recreationally. We understand that, and if you were to test positive for THC we would have a discussion about that. Our goal here is to ensure people are not intoxicated / under the influence while at work, not to control what you do in your personal time.
2. Same with regard to any prescription medications that might cause a positive result on a drug screening. Again, we would discuss this with you, and if it were the result of a prescription medication, you'd provide documentation from a physician.

Neither would be reasons for you to not be considered for the position! We're very realistic and open about topics like this, it's how we are as a company.